United Nations ST/IC/2015/11

Secretariat

20 May 2015

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Home leave**

1. The purpose of the present information circular is to advise staff members on the transitional measures for computing the initial balance of home leave credit points in duty stations with a 24-month home leave cycle in accordance with the provisions of administrative instruction ST/AI/2015/2 on home leave dated 12 March 2015.

2. Pursuant to section 11.1 of administrative instruction ST/AI/2015/2, the former system of "odd" and "even" years for duty stations with a 24-month leave cycle has been replaced by a home leave service credit points system effective 12 March 2015.

3. Pursuant to section 11.2 of administrative instruction ST/AI/2015/2, executive offices at Headquarters and local human resources offices at offices away from Headquarters will determine a staff member's initial balance of credit points on the basis of a calculation of points accrued from the month in which the staff member last exercised his or her regular home leave entitlement, that is, home leave entitlement exercised during the calendar year in which it fell due, whether an odd or even year. The points accrued since the most recent regular home leave will be computed in accordance with the provisions on accrual of service credits towards home leave, as reflected in sections 3.2 to 3.7 of the administrative instruction. Annex I to the present circular provides specific examples of how to compute the initial points balance in various scenarios, including when the home leave entitlement last exercised by the staff member prior to March 2015 was delayed or advance.

4. The computation of the initial balance of home leave service credit points may result in the number of points being greater than the maximum 48 points authorized in section 3.12 of administrative instruction ST/AI/2015/2. In such cases, the staff member's initial balance as at March 2015 will be set at 48 points, the maximum number of service credit points allowed for accrual. Such staff members will not accrue any more service credit points from April 2015 onward until they exercise

* The present circular will be in effect until further notice.

their next home leave travel entitlement. Accrual of service credit points will start again on the first day of the month in which the staff member exercises his or her home leave entitlement and will remain subject to the 48-point maximum accrual of home leave service credit points.

5. At the time of requesting their next home leave entitlement, staff members currently serving in the Organization in duty stations with a 24-month home leave cycle may verify their initial balance of service credit points towards home leave as computed and submitted to them by their executive office or local human resources office or as available in the employee self-service portal of Umoja.

6. Should the staff member believe that the balance of service credit points reflected is incorrect, he or she should inform the executive office or the local human resources office, which will review the computation of the balance and take any corrective action. Such requests are to be made in writing by the staff member or, if feasible, in the employee self-service portal of Umoja prior to exercising his or her next home leave entitlement from April 2015 onward.

Annex I

Examples of computation of initial balance of home leave credit points for staff members currently serving at duty stations with a 24-month home leave cycle who will be transitioned from the former system of "odd" and "even" years to the points system

Scenario 1
Most recent home leave: regular

1. **Home leave falls due on even years**

(a) The staff member is eligible to travel on home leave in even years and last exercised[a] the home leave travel entitlement in July 2014:

Period in which points were counted	July 2014-March 2015 (9 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	9 points

(b) The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement in August 2012. The staff member has not yet availed of the 2014 entitlement:

Period in which points were counted	August 2012-March 2015 (32 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	32 points

(c) The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement in December 2010. The staff member did not avail of the 2012 home leave entitlement and has not yet availed of the 2014 entitlement:

Period in which points were counted	December 2010-March 2015 (52 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	48 points (not 52)[b]

[a] Counted from the month in which the staff member departed on home leave.

[b] Under the former system of "odd" and "even" years, the staff member would have forfeited the 2012 home leave entitlement, since it had not been exercised prior to the end of 2013. Under the new points system, the staff member's accrual of points is subject to the maximum of 48 points, which fulfils the same purpose, i.e. to prevent the limitless accumulation of home leave entitlements in accordance with staff rule 5.2.

2. Home leave falls due on odd years

(a) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement in January 2015:

Period in which points were counted	January-March 2015 (3 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	3 points

(b) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement in July 2013:

Period in which points were counted	July 2013-March 2015 (21 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	21 points

(c) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement in August 2011. The staff member did not avail of the 2013 entitlement:

Period in which points were counted	August 2011-March 2015 (44 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	44 points

(d) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement in December 2009. The staff member did not avail of the 2011 or the 2013 home leave entitlement and has not yet availed of the 2015 entitlement:

Period in which points were counted	December 2009-March 2015 (64 months)
Accumulation rate	1 point per month
Initial points balance as at March 2015	48 points (not 64)[c]

[c] Under the former system of "odd" and "even" years, the staff member would have forfeited the 2011 and 2013 home leave entitlements, since they had not been exercised prior to the end of 2012 and 2014, respectively. Under the new points system, the staff member's accrual of points is subject to the maximum of 48 points, which fulfils the same purpose, i.e. to prevent the limitless accumulation of home leave entitlements in accordance with staff rule 5.2.

Scenario 2
Most recent home leave: advance

1. Home leave falls due on even years

(a) The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement as advance home leave in December 2013 (against the 2014 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in August 2012:

Period in which points were counted	August 2012-March 2015
August 2012-November 2013	Accumulation of 16 points
	(16 months at 1 point per month)
December 2013	Deduction of 24 points for exercising advance 2014 home leave entitlement
	Accumulation of 1 point
	Points balance: -7 (16-24+1)
January 2014-March 2015	Accumulation of 15 points
	(15 months at 1 point per month)
Initial points balance as at March 2015	8 points (-7+15)

(b) The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement as advance home leave in January 2015 (against the 2016 entitlement). The staff member also went on advance home leave in December 2013 (against the 2014 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in July 2012:

Period in which points were counted	July 2012-March 2015
August 2012-November 2013	Accumulation of 17 points
	(17 months at 1 point per month)
December 2013	Deduction of 24 points for exercising advance 2014 home leave entitlement
	Accumulation of 1 point
	Points balance: -6 (17-24+1)
January-December 2014	Accumulation of 12 points
	(12 months at 1 point per month)

January 2015	Deduction of 24 points for exercising advance 2016 home leave entitlement
	Accumulation of 1 point
	Points balance: -17 (-6+12-24+1)
February-March 2015	Accumulation of 2 points
	(2 months at 1 point per month)
Initial points balance as at March 2015	-15 points (-17+2)

2. Home leave falls due on odd years

(a) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement as advance home leave in August 2014 (against the 2015 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in July 2013:

Period in which points were counted	July 2013-March 2015
July 2013-July 2014	Accumulation of 13 points
	(13 months at 1 point per month)
August 2014	Deduction of 24 points for exercising advance 2015 home leave entitlement
	Accumulation of 1 point
	Points balance: -10 (13-24+1)
September 2014-March 2015	Accumulation of 7 points
	(7 months at 1 point per month)
Initial points balance as at March 2015	-3 points (-10+7)

(b) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement as advance home leave in December 2012 (against the 2013 entitlement). The staff member also went on advance home leave travel in December 2010 (against the 2011 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in December 2009. The staff member has not yet availed of the 2015 home leave entitlement:

Period in which points were counted	December 2009-March 2015
December 2009-November 2010	Accumulation of 12 points
	(12 months at 1 point per month)

December 2010	Deduction of 24 points for exercising advance 2011 home leave entitlement
	Accumulation of 1 point
	Points balance: -11 (12-24+1)
January 2011-November 2012	Accumulation of 23 points
	(23 months at 1 point per month)
December 2012	Deduction of 24 points for exercising advance 2013 home leave entitlement
	Accumulation of 1 point
	Points balance: -11 (-11+23-24+1)
January 2013-March 2015	Accumulation of 27 points
	(27 months at 1 point per month)
Initial points balance as at March 2015	16 points (-11+27)

Scenario 3
Most recent home leave: delayed

1. **Home leave falls due on even years**

(a) The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement as delayed home leave in February 2015 (against the 2014 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in July 2012:

Period in which points were counted	July 2012-March 2015
July 2012-January 2015	Accumulation of 31 points
	(31 months at 1 point per month)
February 2015	Deduction of 24 points for exercising delayed 2014 home leave entitlement
	Accumulation of 1 point
	Points balance: 8 (31-24+1)
March 2015	Accumulation of 1 point
Initial points balance as at March 2015	9 points (8+1)

(b) The staff member is eligible to travel on home leave in even years and last exercised the home leave entitlement as delayed home leave in December 2013 (against the 2012 entitlement). The staff member has not yet availed of the 2014

home leave entitlement. The last time that the staff member travelled on home leave during the calendar year in which it fell due was in August 2010:

Period in which points were counted	August 2010-March 2015
August 2010-November 2013	Accumulation of 40 points
	(40 months at 1 point per month)
December 2013	Deduction of 24 points for exercising delayed 2012 home leave entitlement
	Accumulation of 1 point
	Points balance: 17 (40-24+1)
January 2014-March 2015	Accumulation of 15 points
	(15 months at 1 point per month)
Initial points balance as at March 2015	32 points (17+15)

2. Home leave falls due on odd years

(a) The staff member is eligible to travel on home leave in odd years and last exercised the home leave travel entitlement as delayed home leave in December 2014 (against the 2013 entitlement). The last time that the staff member travelled on home leave during the calendar year in which it fell due was in August 2011:

Period in which points were counted	August 2011-March 2015
August 2011-November 2014	Accumulation of 40 points
	(40 months at 1 point per month)
December 2014	Deduction of 24 points for exercising delayed 2013 home leave entitlement
	Accumulation of 1 point
	Points balance: 17 (40-24+1)
January-March 2015	Accumulation of 3 points
	(3 months at 1 point per month)
Initial points balance as at March 2015	20 points (17+3)

(b) The staff member is eligible to travel on home leave in odd years and last exercised the home leave entitlement as delayed home leave in December 2012 (against the 2011 entitlement). The staff member did not avail of the 2013 home leave entitlement. The last time that the staff member travelled on home leave during the calendar year in which it fell due was in December 2009. The staff member has not yet availed of the 2015 home leave entitlement:

Period in which points were counted	December 2009-March 2015
December 2009-November 2012	Accumulation of 36 points
	(36 months at 1 point per month)
December 2012	Deduction of 24 points for exercising delayed 2011 home leave entitlement
	Accumulation of 1 point
	Points balance: 13 (36-24+1)
January 2013-March 2015	Accumulation of 27 points
	(27 months at 1 point per month)
Initial points balance as at March 2015	40 points (27+13)

Scenario 4
Combination of advance and delayed home leave travel since the home leave entitlement was last exercised in the year it fell due

1. **Home leave falls due on even years**

The staff member is eligible to travel on home leave in even years. The last time that the home leave entitlement was exercised in the year it fell due was in July 2008. The staff member exercised a succession of delayed and advance home leave entitlements since then, as follows: August 2009 (advance 2010 home leave entitlement), July 2013 (delayed 2012 home leave entitlement) and March 2015 (delayed 2014 home leave entitlement):

Period in which points were counted	July 2008-March 2015
July 2008-July 2009	Accumulation of 13 points
	(13 months at 1 point per month)
August 2009	Deduction of 24 points for exercising advance 2010 home leave entitlement
	Accumulation of 1 point
	Points balance: -10 (13-24+1)
September 2009-June 2013	Accumulation of 46 points
	(46 months at 1 point per month)
July 2013	Deduction of 24 points for exercising delayed 2012 home leave entitlement
	Accumulation of 1 point
	Points balance: 13 (-10+46-24+1)

August 2013-February 2015	Accumulation of 19 points
	(19 months at 1 point per month)
March 2015	Deduction of 24 points for exercising delayed 2014 home leave entitlement
	Accumulation of 1 point
	Points balance: 9 (13+19-24+1)
Initial points balance as at March 2015	9 points

2. Home leave falls due on odd years

The staff member is eligible to travel on home leave in odd years. The last time that the home leave entitlement was exercised by the staff member in the year it fell due was in August 2007. The staff member exercised a succession of delayed and advance home leave entitlements since then, as follows: July 2010 (delayed 2009 home leave entitlement), January 2012 (delayed 2011 home leave entitlement), December 2012 (advance 2013 home leave entitlement, exceptionally approved) and August 2014 (advance 2015 home leave entitlement):

Period in which points were counted	August 2007-March 2015
August 2007-June 2010	Accumulation of 35 points
	(35 months at 1 point per month)
July 2010	Deduction of 24 points for exercising delayed 2009 home leave entitlement
	Accumulation of 1 point
	Points balance: 12 (35-24+1)
August 2010-December 2011	Accumulation of 17 points
	(17 months at 1 point per month)
January 2012	Deduction of 24 points for exercising delayed 2011 home leave entitlement
	Accumulation of 1 point
	Points balance: 6 (12+17-24+1)
February-November 2012	Accumulation of 10 points
	(10 months at 1 point per month)

December 2012	Deduction of 24 points for exercising advance 2013 home leave entitlement
	Accumulation of 1 point
	Points balance: -7 (6+10-24+1)
January 2013-July 2014	Accumulation of 19 points
	(19 months at 1 point per month)
August 2014	Deduction of 24 points for exercising advance 2015 home leave entitlement
	Accumulation of 1 point
	Points balance: -11 (-7+19-24+1)
September 2014-March 2015	Accumulation of 7 points
	(7 months at 1 point per month)
Initial points balance as at March 2015	-4 points (-11+7)

Annex II

Sample sheet for the computation of initial balance of home leave credit points for staff members currently serving at duty stations with a 24-month home leave cycle who will be transitioned from the former system of "odd" and "even" years to the points system

The staff member is eligible to travel on home leave in even years and last exercised the home leave travel entitlement in July 2012. The staff member travelled on advance home leave in December 2013 (against the 2014 entitlement) and in January 2015 (against the 2016 entitlement):

Month	*Home leave taken*	*Home leave credit point accrual*	*Points balance*
July 2012	+24-24[a]	1	1
Aug. 2012		1	2
Sept. 2012		1	3
Oct. 2012		1	4
Nov. 2012		1	5
Dec. 2012		1	6
Jan. 2013		1	7
Feb. 2013		1	8
Mar. 2013		1	9
Apr. 2013		1	10
May 2013		1	11
June 2013		1	12
July 2013		1	13
Aug. 2013		1	14
Sept. 2013		1	15
Oct. 2013		1	16
Nov. 2013		1	17
Dec. 2013	-24	1	-6

[a] For the purposes of establishing the initial balance of home leave credit points of staff members, it is assumed that, the last time that they exercised their home leave in the year that it fell due, they had completed 24 months of qualifying service in accordance with staff rule 5.2 (a) and therefore had 24 points.

Month	*Home leave taken*	*Home leave credit point accrual*	*Points balance*
Jan. 2014		1	-5
Feb. 2014		1	-4
Mar. 2014		1	-3
Apr. 2014		1	-2
May 2014		1	-1
June 2014		1	0
July 2014		1	1
Aug. 2014		1	2
Sept. 2014		1	3
Oct. 2014		1	4
Nov. 2014		1	5
Dec. 2014		1	6
Jan. 2015	-24	1	-17
Feb. 2015		1	-16
Mar. 2015		1	-15